

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

August 18, 1999

In Reply Refer To:  
1375 (800) P  
1270 (500) P

EMS TRANSMISSION 08/23/99  
Instruction Memorandum No. 99-171

Expires: 09/30/00

To: ADs, SDs, and CDs

From: Assistant Director, Business and Fiscal Resources

Subject: Collecting Taxpayer Identification Number (TIN)/Social Security Number (SSN) Information

The Debt Collection Improvement Act of 1996 requires all agencies to collect TIN/SSN information from anyone doing business with the agency. This Instruction Memorandum (IM) describes why, when, and how we need to collect this important information and outlines the specific actions we will undertake.

1. Why do we need to collect TIN/SSN information?

The TIN/SSN information is especially critical when collecting a delinquent debt or making a refund. We are already referring delinquent debt information to the Department of the Treasury (Treasury). However, in many cases, we do not have the TIN/SSN information, which limits the likelihood that Treasury will collect anything against those debts. This additional information should enhance our debt recovery success.

2. When should we collect TIN/SSN information?

The best time to collect TIN/SSN information is when an office issues a permit, Federal license, or a right of way or when we assess a fine, fee, royalty, or penalty. You do not have to obtain TIN/SSN information on previously granted items or when cash is collected for maps, copy fees, etc. However, we do ask that you obtain TIN/SSN information from anyone doing new business with the BLM or when they are renewing permits, Federal licenses, or rights of way.

3. How should TIN/SSN information be collected?

The Office of Management and Budget has approved Form No. 1372-6, Taxpayer Identification/Social Security Number Request (Attachment 1), which should be used to collect TIN/SSN information from those doing business with the BLM. The form is being printed and will be distributed to each BLM office shortly. The form is not to be reproduced locally. If you need more forms, please contact the Printed Material Distribution Services supervisor, Frank Tisby, at 303-236-7637.

**4. What will be done with the completed forms?**

Since Form 1372-6 contains sensitive information, it should be retained in a locked file in your accounting office. The Collection and Billing System (CBS) will be operational on October 1, 1999. At that time, the BLM National Business Center (NBC) and Field Office staff will enter the TIN/SSN information in the CBS. After entry, the paper copies can either be destroyed or retained as a backup.

**5. What actions do we need to take?**

Please distribute this IM to all employees who work with the public and are in a position to gather this information, including staff in the public room and in support operations.

If you have any questions regarding this IM, please call Dorothy Butler, NBC, at (303) 236-6332.

Signed by:

Robert E. Doyle

Assistant Director

Business and Fiscal Resources

Authenticated by:

Robert M. Williams

Directives, Records

& Internet Group, WO540

**1 Attachment**

**1 - Taxpayer Identification/Social Security Number Request (1 p)**

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**TAXPAYER IDENTIFICATION/SOCIAL SECURITY NUMBER REQUEST**

FORM APPROVED  
OMB NO. 1004-0187  
Expires: ~~July 31, 2002~~  
December 31, 2005

Full Name		TIN/SSN	
Street Address or P.O. Box	City	State	Zip Code

**NOTICE**

The Privacy Act of 1974 and Department of the Interior regulations at 43 CFR 2.48(d) require that we furnish you with the following information.

**AUTHORITY:** 31 U.S.C. 7701

**PRINCIPAL PURPOSE:** BLM uses the information to report to the Treasury Department and collect (*or both*) on any delinquent amounts of money you owe to the Federal Government.

**ROUTINE USES:** BLM will disclose this information to: (1) another Federal, State, or local agency for a civil or criminal law enforcement activity if a law authorizes the activity; (2) the Treasury Department for debt collection purposes; (3) either House of Congress, when the information concerns a matter within their jurisdiction; (4) the Comptroller General, when he or she is performing the duties of the General Accounting Office, and (5) a consumer reporting agency, according to section 3(d) of the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3711(f)).

**EFFECT OF NOT PROVIDING THE INFORMATION:** Providing this information is mandatory for debt collection purposes. If you fail to provide it, you may no longer be able to do business with BLM.

**PAPERWORK REDUCTION ACT STATEMENT**

The Paperwork Reduction Act of 1995 requires us to inform you that:

The information is being collected to assist the BLM in collecting money owed the Federal Government.

For debt collection purposes, you **must** respond to this request.

BLM may not request or sponsor, and you do not have to respond to a request for information that does not have a currently valid OMB approval number.

**BURDEN HOURS STATEMENT**

Public reporting burden for this form is estimated to average one 1 (one) minute per response, including the time you spend reviewing the instructions, gathering and maintaining the data, and completing and reviewing the form. Send comments regarding the burden estimate or any other aspect of this form to: Bureau Clearance Officer (WO-630), Bureau of Land Management, 1849 C Street, N.W., Mail Stop 401 LS, Washington, D.C. 20240

**DO NOT REPRODUCE LOCALLY**